

**Computer Labs  
992701**

**DO NOT MAKE ENTRIES ON THIS SHEET. IT IS FOR DISPLAY ONLY**

**Student Fee allocations - SEE NOTE REGARDING ACTUAL INCREASES**

	16-17 Actual	17-18 Actual	18-19 Budget	19-20 Proposal	19-20 Difference	% 19-20 Difference
<b>Base amount</b>	\$ 418,454	\$ 430,667	\$ 442,198	\$ 451,711	\$ 9,513	2%
<b>61000 - Salary</b>	\$ 49,720	\$ 50,715	\$ 54,860	\$ 55,422	\$ 562	1%
<b>62000 - Wages</b>	\$ 203,782	\$ 185,220	\$ 201,282	\$ 201,782	\$ 500	0%
<b>63000 - Benefits</b>	\$ 52,188	\$ 52,927	\$ 52,513	\$ 56,707	\$ 4,194	8%
<b>71000 - Current Expense</b>	\$ 111,564	\$ 140,605	\$ 131,543	\$ 135,800	\$ 4,257	3%
<b>75000 - Travel</b>	\$ 1,200	\$ 1,200	\$ 2,000	\$ 2,000	\$ -	0%
<b>76000 - Scholarships</b>	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>77000 - Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Total Expense</b>	\$ 418,454	\$ 430,667	\$ 442,198	\$ 451,711	\$ 9,513	2%
<b>One time request</b>				\$ -	\$ -	N/A
<b>Total Request</b>	\$ 418,454	\$ 430,667	\$ 442,198	\$ 451,711	\$ 9,513	2%
<b>Carry Forward</b>	\$ (7,927)	\$ 20,129	\$ 40,185	\$ 40,185	\$ -	N/A

Notes, including any one-time request(s):

Marketing transfer                      \$21,700 (\$20,000 hr wage +\$1,700 benefits) will be officially transferred to a new SA Marketing budget to split off this department

Questionnaire reference

Base funding 2018-19	\$442,198
Marketing separation	(\$21,700)
2019-20 increase request	\$31,213
Base funding request 19-20	\$451,711

## STUDENT FEE RECOMMENDATION COMMITTEE FEE REQUEST QUESTIONNAIRE FOR 2019-2020

Department or Program Name: Open-Student Computer Labs

Name & E-Mail: Clayton Oyler, coyler@weber.edu; Carey Anson, canson@weber.edu

Phone: (801) 626-7415; (801) 626-7018 Location: SC 171

**Return Fee Request (this Questionnaire and the attached Spreadsheet) via email by Wednesday, December 5, 2018, at 4 pm to Jennifer Brustad at [jenniferbrustad@weber.edu](mailto:jenniferbrustad@weber.edu).**

**Note: All Student Affairs units must review fee requests with their SAMC representatives prior to submission.**

*Please respond to all of the following questions in a brief and concise manner (do not exceed 5 pages for questions 1-5).*

### **1. What is your overall mission?**

The Open-Student Computer Labs support the academic development and learning of WSU students by:

- a. Providing spaces that foster learning for individuals and groups.
- b. Access to technological equipment and services that support WSU students' academic pursuits, such as: computers, mobile devices, scanners, printers and printing services.
- b. Access to learning and use of general word processing application, spreadsheets, presentation software to academic-specific software, such as statistics packages and Adobe suite.
- c. Access to information technology for research and communication.
- d. Independent student learning that utilizes technology as a medium of learning.
- f. Providing faculty, staff and students access to dedicated and general purpose computer classroom facilities.

### **2. What do students gain from participating in your program/facility that contributes to the success of a student's educational experience at Weber State?**

The Open-Student Computer Labs provides all WSU students- regardless of their major or line of study, free and unfettered access to all related technology needed to be successful through their academic career.

Benefit: Support classwork/course requirements. Many courses require or strongly encourage students to learn the use of certain software which is freely available to students in the labs. Several of these programs are expensive and specialized and may be impractical for a



student to purchase for the short duration of their course or to keep it updated. A partial list of these programs is given below:

<u>Department</u>	<u>Software</u>
Geosciences	ARC GIS
Visual Arts	Adobe Creative Cloud
Psychology	SPSS
Mathematics	Mathematica
NTM	Microsoft Office
Health Prom.	Diet Analysis, R Studio, Lindsay Jones
IS&T	Access
Business	Quickbooks, Minitab, Ultra Tax, Stata
Chemistry	Chem Sketch

The students benefit from the labs through access to the latest versions of software required in their coursework.

Benefit: Enhance academic pursuits. The Open-Student Computer Labs provide students access to physical learning spaces, hardware, software and digital resources to help Weber State University students succeed in their academic pursuits. Academic coursework requires students to research, organize large amounts of information, carry out mathematical computations, solve various logical problems using logistical software, produce written works, and present information in a variety of formats. The computer labs provide students the tools and space that support all of this work.

The Computer Labs also provide students with free mobile devices for checkout at five locations across the Ogden and Davis campus. Mobile printing services allow students to print wirelessly to any kiosk or lab printer from their personal mobile devices. The labs provide these tools and services to better meet the needs of students.

Benefit: Support personal exploration. The computer labs also provide students a venue to pursue their own interests outside of coursework. This year the University Village computer lab was converted to an esports lab. This lab provides all students the opportunity to use top-of-the-line gaming computers in a safe, respectful and competitive environment.

**3. Describe, in general, the evaluation process that your program/facility uses to assess your ability to meet your mission.**

The services of the labs are assessed both quantitatively and qualitatively in the following ways:

- a. Number of students using each facility.
- b. Number and duration of student sessions
- c. Direct feedback from students
- d. Periodic student surveys
- e. Input from faculty and campus technology committees
- f. Student Affairs program review

g. Annual six-column assessment

a. Usage: Software assessment tools track the number of student logins, the station used and duration of usage. According to data collected for the academic year, 2017-2018 the labs served 9,474 individual students during 108,535 sessions with an average of 1.1 hours per session. During fall 2018 (8/27-11/28) the labs served 6,378 individual students, with an overall count of 48,646 sessions during the current the semester. With this information, we are able to evaluate lab operating hours and usage of each facility. This information also allows us to evaluate the needs of students and accordingly focus on areas for service and future planning.

b. User comments: Student comments and suggestions are given serious consideration and if feasible, implemented during the course of the semester. Professional staff and student techs act upon student feedback regarding software and hardware glitches immediately. We have developed an online comment form for students to use anytime which allows us to extend our lab services. Such on going, formative evaluation helps the labs adapt to new concerns and needs.

c. Surveys: During the course of the school year, we offer students an anonymous survey via Campus Labs that seek student input on the various offered through the Open Computer Labs. Questions such as lab satisfactory, availability, cleanliness, and staff courtesy are posed to the students to allow the lab coordinators to take care of issues and concerns from students. The survey also inquires about software needs and provides students a venue to make requests.

d. Committee Input: Labs are associated with college computing committees, and the Academic Resources Computing Committee (ARCC). Faculty and students comment on the labs via these committees, surveys and direct communication with lab staff. These committees also provide us with course outlines and future teaching plans to allow us to prepare for software purchase and installs.

**4. State any increases you received from student fees for 2018-19 (if any), and explain how the increases were/will be used.**

For 2018-19, we received a total of \$442,198. The increase of \$11,531 was used to meet university mandated minimum wage increases for student hourly and staff salary compensation.

**5. Describe any increases you are requesting from student fees for 2019-20 and explain your justification for the request. Each requested increase must be listed and described in your narrative (e.g., compensation, new positions, wage increases, travel, new programmatic initiatives, etc.). Any increase described in your narrative must be itemized on your budget spreadsheet (see question 6 below).**

For 2019-20, we will be requesting \$451,711 base funding, an increase of \$31,213. This increase

is to offset the cost for the increase of student hourly wages from \$8.50 to \$9 per hr for 55+ student workers and supply costs. See spreadsheet notes for fund discrepancy explanations.

**6. Complete the attached spreadsheet outlining your overall budget and any requested increase. Each requested increase described in your narrative (see question 5 above) should correspond to the line items in the spreadsheet column "19-20 Change."**

*If you have any questions, please contact Jennifer Brustad at 626-8904, [jenniferbrustad@weber.edu](mailto:jenniferbrustad@weber.edu); Dave Taylor at 626-6737, [dtaylor@weber.edu](mailto:dtaylor@weber.edu); Daniel Kilcrease at 626-6008, [dkilcrease@weber.edu](mailto:dkilcrease@weber.edu); or Brett Perozzi at 626-6008, [brettperozzi@weber.edu](mailto:brettperozzi@weber.edu).*